



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

November 10, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

18 NOVEMBER 10, 2009

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Board of Supervisors

GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**DEPARTMENT OF TREASURER AND TAX COLLECTOR:
APPROVE THE HEATING AND IRRIGATION SYSTEM REPLACEMENT
PROJECT AND OFFICE SPACE RECONFIGURATION PROJECT
AND APPROVE RELATED APPROPRIATION ADJUSTMENT
C.P. NOS. 87053 AND 87061
(FIRST DISTRICT) (3 VOTES)**

SUBJECT

Approve the Heating and Irrigation Systems Replacement project located in the City of Industry and Public Service Division Office Space Reconfiguration project located on the first floor at the Kenneth Hahn Hall of Administration for the Department of Treasurer and Tax Collector (TTC).

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the proposed projects are categorically exempt under the California Environmental Quality Act Sections 15301 (a), and (c) of the State CEQA Guidelines; and the revised County of Los Angeles Environmental Document Reporting Procedures and Guidelines Class 1 (d) adopted by your Board on November 17, 1987, because the projects involve minor interior or exterior refurbishments and alterations to the building involving no or negligible expansion of an existing use.
2. Establish the Heating and Irrigation System Replacement Project, Capital Project No. 87053, at the Public Administrator Warehouse, and approve the project budget of \$167,000.

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only**

3. Establish the Public Service Division Office Space Reconfiguration Project, Capital Project No. 87061, and approve the project budget of \$331,000.
4. Approve the appropriation adjustment of \$498,000 to transfer \$167,000 from the Treasurer and Tax Collector Warehouse Acquisition Project (C.P. No. 77126) to the Heating and Irrigation System Replacement Project (C.P. No. 87053) and \$331,000 from the First Floor Office Space Renovation Project (C.P. No. 86796) to the Public Service Division Office Space Reconfiguration Project (C.P. No. 87061) to fully fund these projects.
5. Approve and authorize Internal Services Department to proceed with the completion and delivery of the projects.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow the Internal Services Department (ISD) to proceed with the replacement of the heating and irrigation systems at the Public Administrator Warehouse located in City of Industry and the reconfiguration of the Public Services Division Office Space located at the Kenneth Hahn Hall of Administration (KHHOA).

The proposed Heating and Irrigation System project at the Public Administrator Warehouse consists of: installing electrical for comfort air and radiant heater; installing new irrigation system and timer; removing and capping of the existing backflow device; installing new gray water line; installing landscaping in the unfinished portion of the new sidewalk; installing a block wall underneath the existing Americans Disability Act (ADA) ramp to prevent erosion and mud from covering the existing sidewalk and create a trip hazard and related site work.

The proposed Public Service Division Office Space Reconfiguration project at the KHHOA consists of: constructing two new offices; removing and replacing carpet; installing and reconfiguring air conditioning duct and zone; installing electrical and data cable; relocating and terminating existing telephone lines and instruments; and other related renovations such as paint, demolition and clean up.

The two proposed projects will be completed by ISD utilizing a combination of in-house Crafts and Job Order Contracts (JOC) program under the management of ISD. In-house Crafts will be providing conduit to accommodate six circuits and installing trapeze to support conduit for comfort air and radiant heater; demolition work; replacing carpet; painting; and related maintenance work. JOC will be installing new irrigation system and timer; removing and capping the existing backflow device; installing new gray water

line; installing landscaping in the unfinished portion of the new sidewalk; and installing a block wall underneath the existing ADA ramp to prevent erosion and mud from covering the sidewalk and creating a trip hazard. JOC will also be constructing offices; installing electrical and data/voice cable; installing and reconfiguring air conditioning duct and zone; and related site work.

The proposed projects are anticipated to be completed in approximately two months upon your Board's approval. The acquisition and installation of the modular office furniture for the Public Service Division Office Space Reconfiguration project will be purchased through ISD from an approved County agreement vendor.

Implementation of Strategic Plan Goals

These projects will support the Countywide Strategic Plan Goal of Operational Effectiveness (Goal 1) by improving the efficiency, quality, and responsiveness of County services and Community and Municipal Services (Goal 3) by providing quality public works infrastructure.

FISCAL IMPACT/FINANCING

Public Administrator Warehouse

The estimated project cost is \$167,000, including base construction, contingency fund, County services and other related project costs. Approval of the attached appropriation adjustment will transfer \$167,000 from the completed TTC Warehouse Acquisition Project (C.P. No. 77126) to the Heating and Irrigation System Replacement Project (C.P. No. 87053).

Public Service Division – Office Space Reconfiguration

The estimated project cost is \$331,000, including base construction, contingency fund, County services and other related project costs. Approval of the attached appropriation adjustment will transfer \$331,000 from the completed project on the First Floor Office Renovation Project (C.P. No. 86796) to the Public Service Office Reconfiguration Project (C.P. No. 87061).

Upon your Board approval of the appropriation adjustment, sufficient appropriation will be included in the Fiscal Year 2009-10 Capital Projects/Refurbishments Budget and fully fund the proposed projects. The Projects Schedule and Budget Summary are included in Attachment A.

The proposed projects are funded with prior year net County cost.

Operating Budget Impact

The Department does not anticipate any one-time, start-up or ongoing costs resulting from the recommended actions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with your Board's Civic Art Policy adopted on December 7, 2004, Civic Art fees do not apply to the proposed projects as each estimated projects cost is less than \$500,000.

ENVIRONMENTAL DOCUMENTATION

The proposed projects are categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15301 (a), and (c) of the State CEQA Guideline; and the revised County of Los Angeles Environmental Document Reporting Procedures and Guidelines Class 1 (d) adopted by your Board on November 17, 1987 because the projects involve minor interior or exterior alterations of the building involving no or negligible expansion of an existing use.

CONTRACTING PROCESS

The proposed renovation project will be delivered utilizing the ISD's in-house Crafts and the Board-approved JOC program under the management of ISD.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The majority of the needed work will be scheduled during regular working hours. The demolition work will be conducted on evenings and weekends in order to eliminate any disruption to staff and service to the public.

The Honorable Board of Supervisors
November 10, 2009
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CONCLUSION

Please return one adopted copy of the Board letter to the Chief Executive Office, Capital Projects Division.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:MJS:SK
DJT:AV:zu

Attachments

c: County Counsel
Internal Services Department
Auditor Controller
Treasurer and Tax Collector

ATTACHMENT A

**DEPARTMENT OF TREASURER AND TAX COLLECTOR:
APPROVE THE HEATING AND IRRIGATION SYSTEM REPLACEMENT
PROJECT AND OFFICE SPACE RECONFIGURATION PROJECT
AND APPROVE RELATED APPROPRIATION ADJUSTMENT
C.P. NOS. 87053 & 87061
(FIRST DISTRICT) (3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Construction Documents	N/A
Jurisdictional Approvals	N/A
Construction Award	11/09
Construction Start	11/09
Substantial Completion	05/10
Final Acceptance	06/10

II. PROJECT BUDGET SUMMARY

Proposed Budget

Project Activity		Heating & Irrigation	Office Space Reconfiguration
Land Acquisition		\$ -	
Construction			
Low Bid construction Contract		-	-
Job Order Contract		62,091	51,000
Change Orders		6,209	11,000
Departmental Crafts		70,000	55,000
Youth Employment		-	-
Construction Consultants		-	-
Misc. Expense		-	-
Telecomm Equip - Affixed to Building		-	-
Civic Arts		-	-
Subtotal		<u>\$138,300</u>	<u>\$117,000</u>
Programming/Development		\$ -	-
Plans and Specifications		\$ -	-
Consultant Services			
Site Planning		\$ -	\$ -
Hazardous Materials		-	-
Geotech/Soils Report and Soils Testing		-	-
Material Testing		-	-
Cost Estimating		-	-
Topographic Surveys		-	-
Construction Management		-	-
Construction Administration		-	-
Environmental		-	-
Move Management		-	-
Equipment Planning		-	-
Legal		-	-
Construction/Change Order		-	-
Other:		-	-
Subtotal		<u>\$ -</u>	<u>\$ -</u>
Miscellaneous Expenditures		\$ -	-
Jurisdictional Review/Plan Check/Permit		\$ 9,300	11,000
County Services			
Code Compliance Inspection		\$ -	\$ -
Contract Compliance Inspection		-	-
Design Review		-	-
Design Services		-	-
Contract Administration		-	-
Project Management		19,400	35,000
Project Management Support Services		-	-
ISD Job Order Contract Management		-	-
DPW Job Order Contract Management		-	-
ISD ITS Communications		-	-
Project Security		-	-
Project Technical Support		-	-
Office of Affirmative Action		-	-
County Counsel		-	-
Other:		-	-
Sheriff Job Order Contract Management		-	-
Subtotal		<u>\$19,400</u>	<u>\$35,000</u>
Furniture, Fixture and Equipment (FF&E)		-	\$168,000
TOTAL		\$167,000	\$331,000

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

DEPT'S. NO. 600

November 10, 2009

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 09-10

3 - VOTES

SOURCES

USES

TTC - HOA - 1st Floor Office Space (1)
A01-CP-6014-65048-86796
Fixed Assets - Building and Improvement \$331,000
DECREASE APPROPRIATION

TTC - Refurbishment Public Services Division (1)
A01-CP-6014-65048-87061
Fixed Assets - Building and Improvements \$331,000
INCREASE APPROPRIATION

TTC - Warehouse Acquisition - 16610 Chestnut St. (1)
A01-CP-6006-65048-77126
Fixed Assets: Land ~~65099~~ \$167,000
DECREASE APPROPRIATION

TTC - Warehouse Heating & Irrigation (1)
A01-CP-6014-65048-87053
Fixed Assets - Building and Improvements \$167,000
INCREASE APPROPRIATION

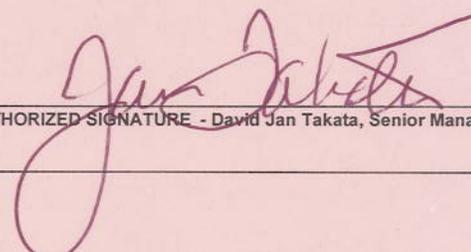
SOURCES TOTAL: \$ 498,000

USES TOTAL: \$ 498,000

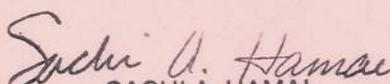
JUSTIFICATION

This appropriation adjustment will transfer \$331,000 from Capital Project Number 86796 to Capital Project Number 87061 and \$167,000 from Capital Project Number 77126 to Capital Project Number 87053 to fully fund the proposed projects.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES


AUTHORIZED SIGNATURE - David Jan Takata, Senior Manager, CEO

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED OR REVISED)
18 NOV 10 2009


SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ---

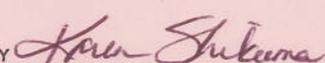
ACTION

APPROVED AS REQUESTED

RECOMMENDATION

APPROVED AS REVISED

AUDITOR-CONTROLLER

BY 

CHIEF EXECUTIVE OFFICER

BY 

B.A. NO. 046

Nov 5 20 09

Nov. 5, 2009